

Work Schedules Fact Sheet

1. What is Maxiflex?

It is a flexible work schedule with a basic work requirement of 80 hours for the biweekly pay period for full time employees. It provides flexible hours of duty and provisions for earning and using credit hours to vary the number of hours worked in a given work day or work week.

2. Is Flexitime still available for employee's use?

No. Maxiflex replaces Flexitime.

3. Is Maxiflex a compressed work schedule?

No. It is a flexible work schedule.

4. What is the difference between a compressed work schedule and a flexible work schedule?

Flexible schedules allow employees to work their basic work requirement in less than 10 workdays and may allow employees to earn credit hours in excess of their basic work requirement to vary the length of the workday or workweek.

Compressed schedules require employees to work their basic work requirement in fewer than 10 work days, are fixed schedules (must be established in advance) and do not allow the earning of credit hours.

5. What are credit hours?

Credit hours are hours within a flexible work schedule that an employee elects to work in excess of the basic work requirement so as to vary the length of the workday or work period.

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6. What is compensatory time?

Compensatory time is time earned on an hour-for hour basis in lieu of overtime pay. Overtime hours are all hours worked in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance by management.

7. How are credit hours different from compensatory time?

Credit hours are worked at the election of the employee. They are distinguished from overtime hours (or compensatory time) in that they are not officially ordered and approved in advance by management. Credit hours must be worked within an employee's non-overtime tour of duty.

8. May employees earn credit hours while traveling?

No. An employee may not earn credit hour for travel because travel in connection with Government work is not voluntary in nature. There are specific rules governing when travel time is considered hours of work. In such cases, the work in excess of 8 in a day or 40 in a week would be overtime work. While in a travel status, an employee will be considered to be on the Traditional Tour of 8:00 a.m. – 4:30 p.m.

9. Do employees have to notify their supervisor that they are taking an extended lunch or leaving the Center during the lunch period?

No. Employees, however, must ensure their time and attendance record accurately reflects the time spent in a lunch status.

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10. When can an employee deviate from the requirement that a 30 minute lunch must be taken after working 7 or more hours?

Immediate supervisors are authorized to approve deviations to the lunch hour band, including the requirement that employees may work without a lunch period. Such cases should only be approved when the work requirements are such that working through lunch is necessitated. Such deviations should only be approved on an exception basis and not occur on a regular, recurring basis.

11. How will telecommuting arrangements be handled in light of the new work schedule options?

No substantive changes are being made to the telecommuting program. Employees who are telecommuting are expected to adhere to the work schedule to which they are assigned. If on Maxiflex, they would be able to work hours at home, including credit hours, in accordance with the program requirements. The time and attendance system will now allow employees to annotate the time they spent at home with a "TC" in the remarks column.

12. Can credit hours be carried over for an indefinite period of time?

Yes. There is no limitation on the length of time an employee on a Maxiflex work schedule may maintain a credit hour balance. There is, however, a carry over limitation. A full-time employee may not carry over from one pay period to another more than 24 credit hours. Part-time employees may not carry over from one pay period to another more than $\frac{1}{4}$ of their basic work requirement for the pay period.

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13. Is Irregular tour a flexible work schedule?

No. Authority to establish a nonstandard work schedule, such as an irregular tour, is in 5 USC 6101. Such authority is granted when it is impractical to prescribe a work schedule. The authority to establish a flexible work schedule is found in 5 USC 6122. Under this authority, flexible schedules include designated hours and days when an employee must be present for work and hours during which an employee may elect to work in order to complete the basic work requirement.

14. How are employees on Maxiflex paid for holidays?

If a full-time employee on a flexible work schedule, such as Maxiflex, is relieved or prevented from working on a day designated as a holiday, the employee is entitled to his/her basic pay on that day for 8 hours. If a holiday falls on a day during a part-time employee's tour of duty and the employee is relieved or prevented from working on that day, the employee is entitled to his/her rate of basic pay for the scheduled number of hours of work for that day (not to exceed 8).

Part-time employees are not entitled to "in lieu" of holidays when a holiday falls on a non-workday. However, it is NASA policy grant administrative leave for the "in lieu" of holiday if the day falls within the regularly scheduled workweek of the part-time employee, unless the work load dictates that their presence is necessary.

15. If an employee applies to change their tour of duty from part-time to full-time, does the supervisor's agreement to the change guarantee Center approval?

No. The Center reviews requests to change from part-time to full-time in light of the total FTE and budget restrictions in place at the time of the request. However, there has not been a problem with obtaining approval for such changes in the past.

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16. Are employees who are working an Irregular Tour entitled to night pay?

Yes, if they work between 6:00 p.m. and 6:00 a.m. and need the time worked to meet the 40 hour per week work requirement.

17. Can employee approved to work an Irregular tour for a temporary period for personal reasons?

Such requests will normally be granted for no more than 1 year periods. The temporary period, however, can be extended in 1 year increments if the need is still present and the other provisions of the GLPG are met.